

Contract Final Process
PECOS (pre-SiteManager)

March 2008

❑ Acronyms

CASB, Construction Administration Services Bureau

CC, Certificate of Completion

CRB, Civil Rights Bureau

DCE, District Construction Engineer

DEO, District Engineering Officer

FHWA, Federal Highway Administration

❑ Process

1. The 90% Complete Memo is submitted.
 - a. The EPM submits the 90% Complete Memo to the DEO.
 - b. The DEO adds their costs and sends the memo to CASB, with copies to the CRB and Materials Bureau.
2. The EPM suspends time assessment when the physical work is complete (just need to do a final inspection).
3. Project inspections are completed.
 - a. The contract is inspected by the EPM, DCE and contractor.
 - b. The General Storm Water Permit close-out checklist is completed by the EPM and contractor.
 - ☞ The Maintenance Superintendent, Environmental Engineering Specialist, District Biologist, Agronomist, and county or city personnel, if applicable, are invited to the inspection.
 - c. The contract is re-inspected, if needed, to ensure all punch list items are complete.
4. The EPM sends an email when the Final Inspection(s) is complete to the “MDT SiteMgr Milestones” distribution list.
5. The Contractor’s Final Inspection form (CSB105_15_2) is completed.
 - a. The contractor submits the completed form to the EPM.
 - b. The EPM signs the form.
 - c. Contract time is discontinued.
 - d. The EPM sends the form to the DEO, who obtains the DCE signature.
 - e. The DEO sends the original form to the CASB, with copies to the CRB and Materials Bureau.
6. The CASB performs the final review of liquidated damages, if disputed.
7. The CRB generates the Final Labor Certificate, if applicable.
8. The Materials Bureau generates the Final Materials Certificate.
9. The project final is completed.
 - a. The EPM assembles the project final, including the surfacing history report, mileage comparison memo and informal construction review report.

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- ☐ A semifinal estimate is generated. The estimate is processed if it is greater than \$500.
 - b. The DEO checks the project final.
 - ☐ A semifinal estimate is generated. The estimate is processed if it is greater than \$500.
 - c. The CASB checks the project final.
 - ☐ When everything is complete, CASB notifies the DEO to add the final 1% of mobilization and generate the final estimate. It is not approved at this point.
- 10. The Contractor's Request for Certification and Acceptance form (CSB105_15_3) is completed.
 - a. The CASB sends the draft final estimate and form CSB105_15_3 to the contractor.
 - b. The contractor submits the completed form to the EPM.
 - c. The EPM faxes the unsigned form to the CASB.
 - d. The CASB sends an email to the EPM indicating whether or not there are any issues.
 - 1) If there are issues, the EPM rejects the form, indicating the reason(s).
 - 2) If there are no issues, the EPM approves the form.
- 11. The CC is generated.
 - a. The EPM initiates the CC.
 - b. The EPM sends the CC and the original form CSB105_15_3 to the DEO.
 - c. The DEO collects the District signatures on the CC.
 - d. The DEO sends the CC and the original form CSB105_15_3 to the CASB.
 - e. The CASB collects the headquarters signatures on the CC.
- 12. The CASB sends the final estimate to Accounting and the contractor is paid.
- 13. The CASB submits completed CCs to the Transportation Commission . They give final acceptance at their next meeting.
- 14. If the contract is full-oversight, FHWA issues a federal concurrence.
- 15. The contract is closed to Accounting.